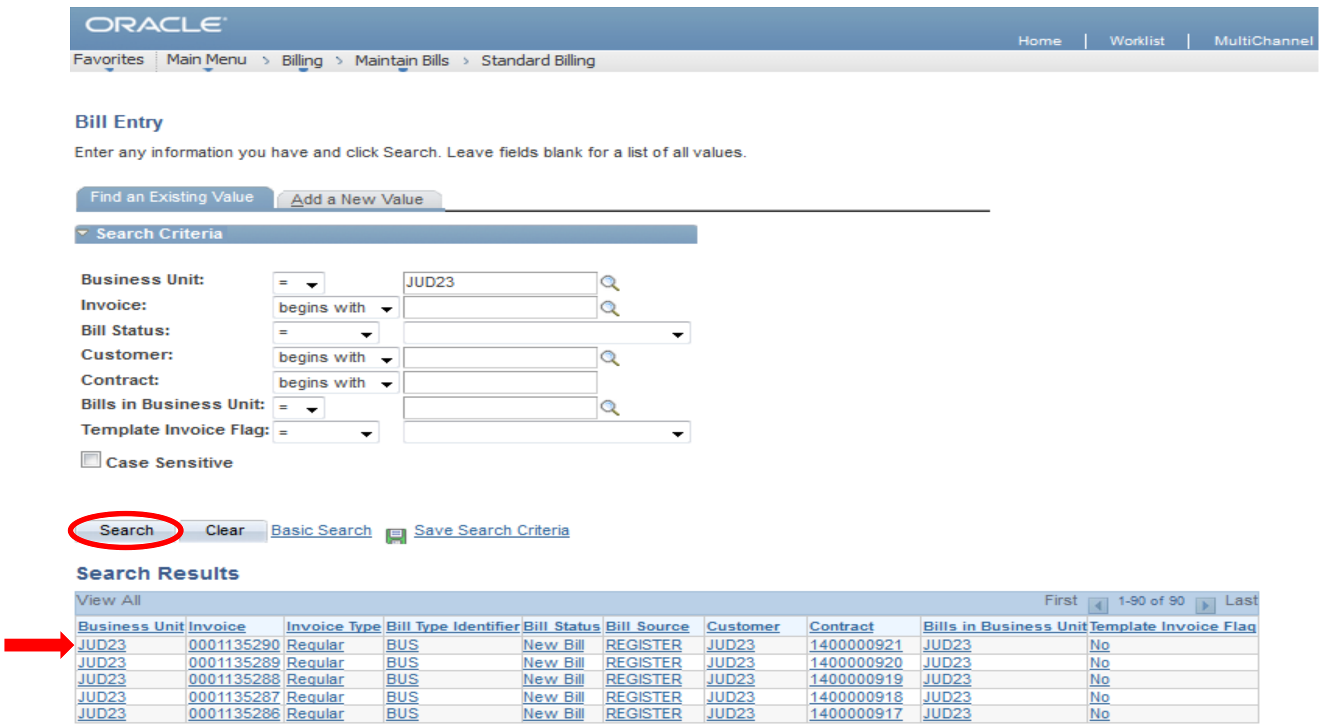
Table of Contents

A. Becoming Familiar with Bill Components

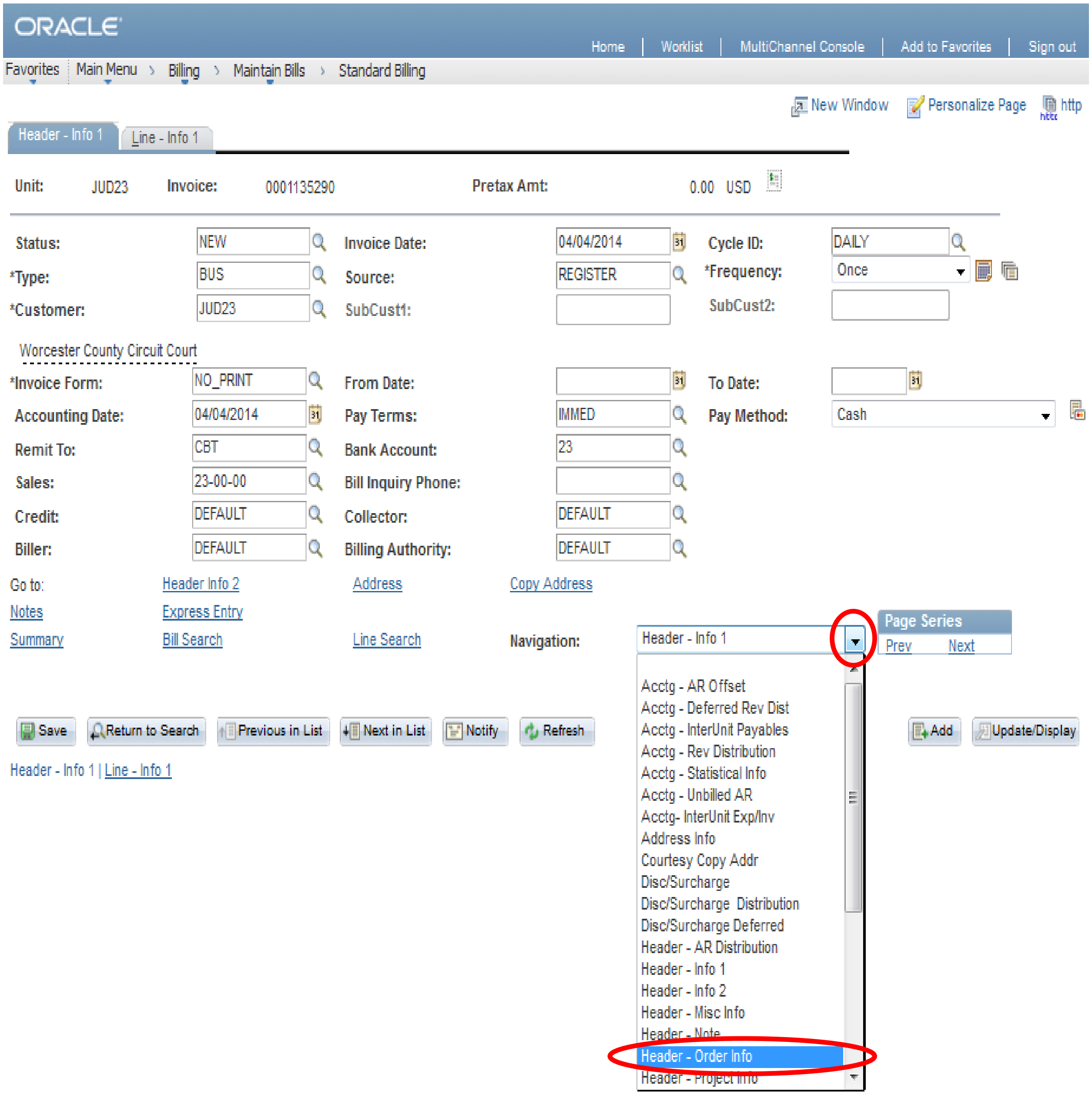
This step is listed to help familiarize you with where to locate a bill (invoice) in Billing as well as the bill components.

NAVIGATION: *Main Menu > Billing > Maintain Bills > Standard Billing*

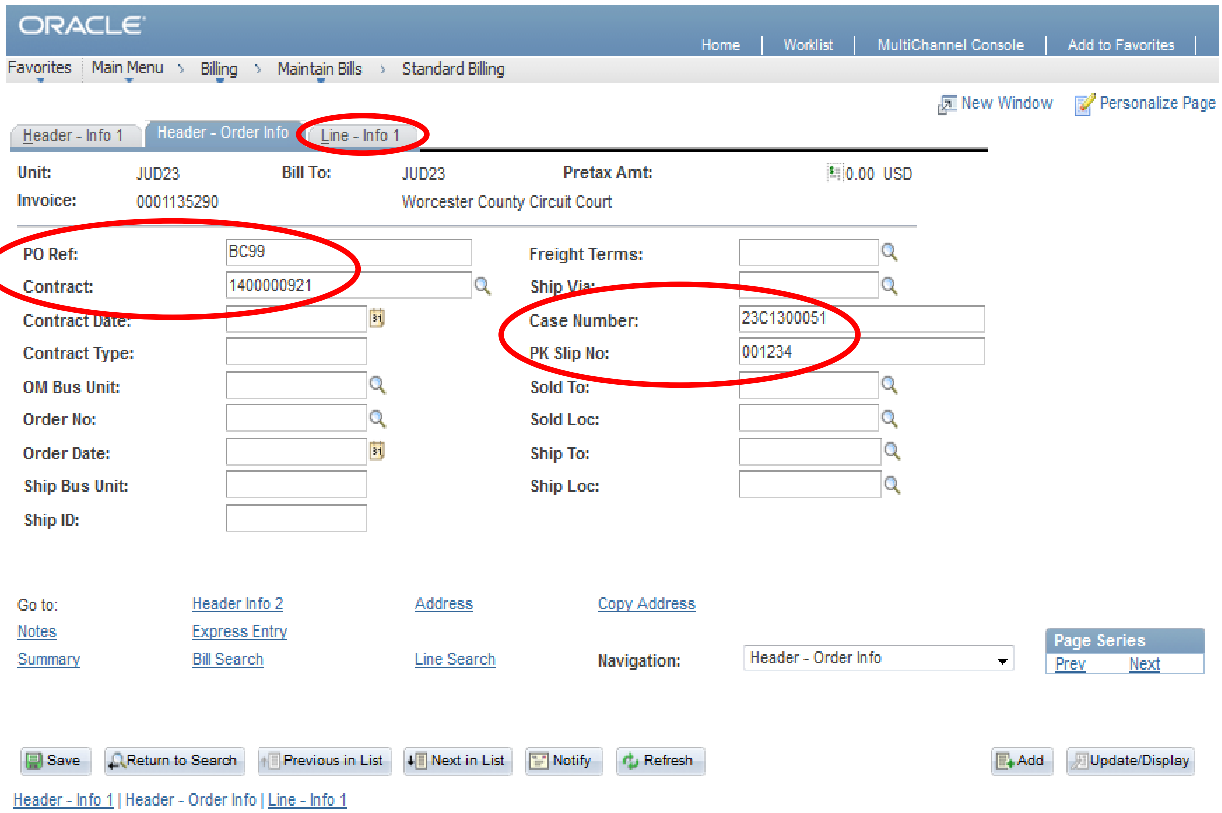
1. The *Bill Entry* page will display.
    a. Enter **Business Unit:** “JUD##”.
    b. Click the **Search** button to display a list of Bills in the system.
    c. Click on a bill line to open the details associated with that Bill and Payment.



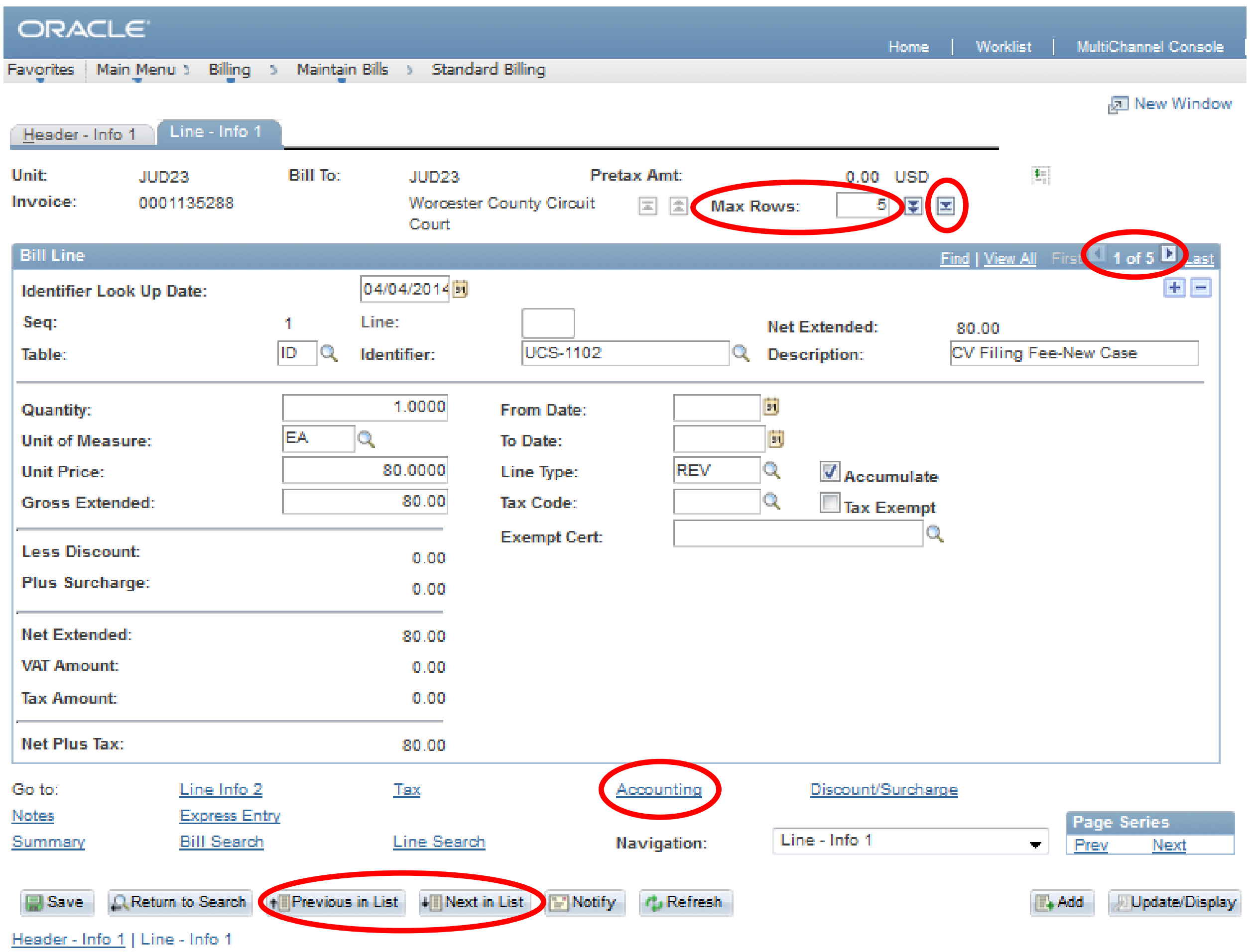
2. The default *Header – Info 1* page will display and shows general information about the bill.
    a. Click the ***Header – Order Info*** option from the *Navigation* drop down list.



3. The *Header – Order Info* page will display.
   a. Review the following information:
      i. **Contract:** = Original Receipt Number
      ii. **Case Number:** = case number (displays on Parent item only, not all linked items.)
      iii. **PK Slip No:** = Treasury Code
      iv. **PO Ref:** = Register Name/Number
   b. Click the *Line - Info 1* tab to review the Charge Code, bill amounts, etc…
      Note: If changes are needed to the Charge ID - The ***Table:*** *field = "ID" is very important.*



4. The *Line – Info 1* tab will display.
    a. Click the Accounting link at the bottom of the page to see the accounting breakout.
    b. Increase the Max Rows, if necessary, to see all Bill Lines. Bill lines should be even in number. *Example*, if you show "1 of 5" bill lines, increase *Max Rows* to e.g., 10 then click the single down arrow to refresh your bill lines. In this example, the lines increased to 8. The *View All* link can be used to view all bill lines, which should include allocations and payments.
    c. Use the **Next in List** and **Previous in List** buttons to navigate through the bills.

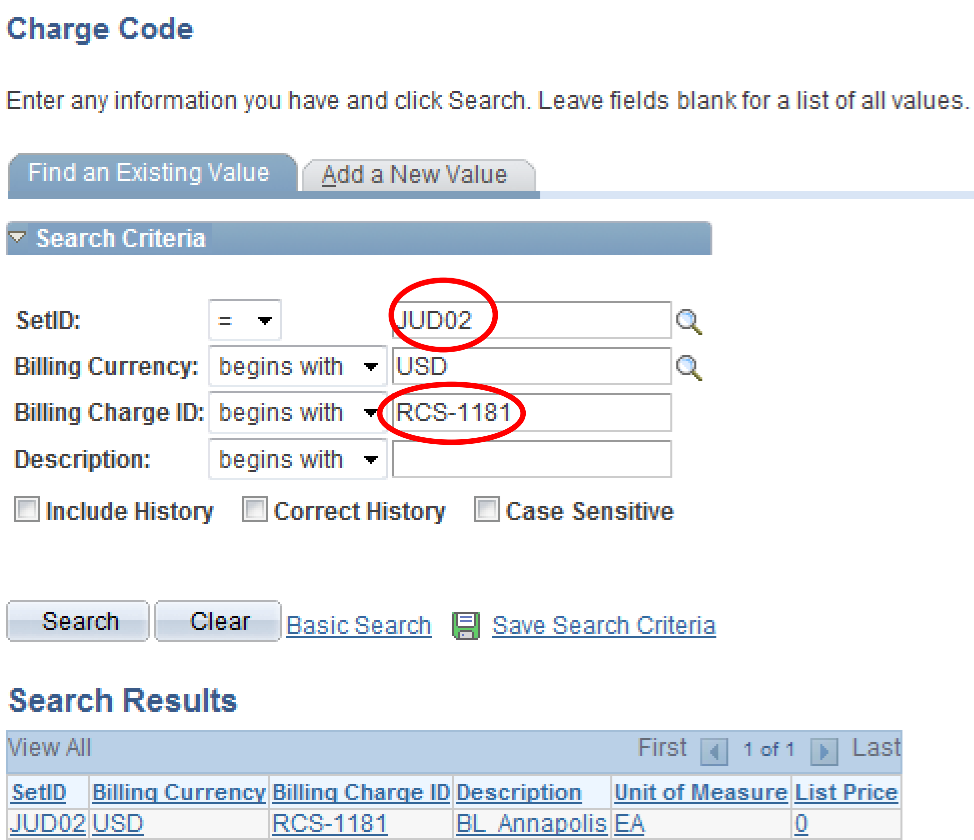


B. How To Look-up a Charge Code

This step is listed to help familiarize you with where to locate the Revenue Allocation for a specific charge code.

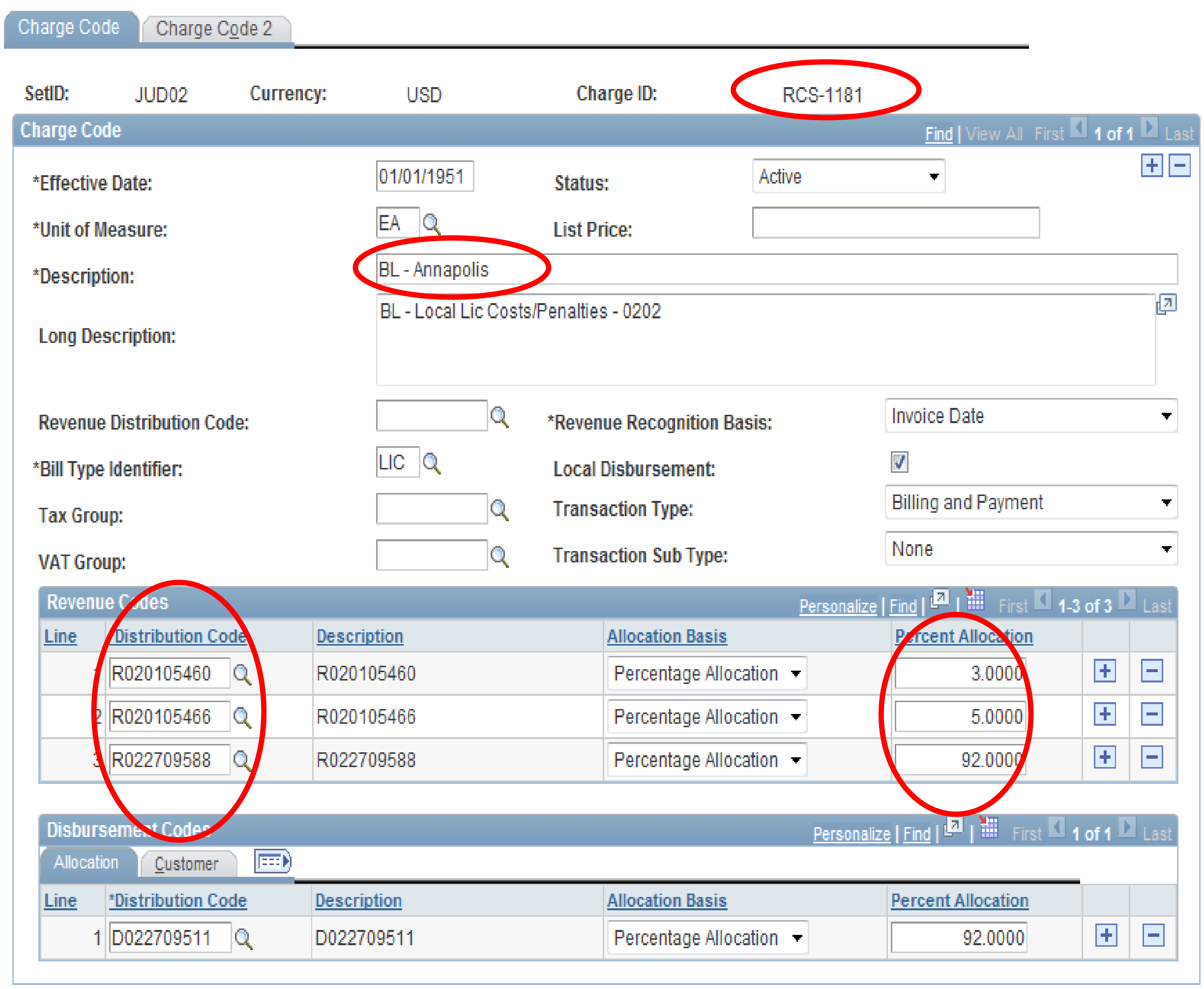
NAVIGATION: *Main Menu > Set Up Financials/Supply Chain > Product Related > Billing Setup > Charge Code*

1. The Charge Code search criteria page will display.
   a. **SetID**: Enter JUDxx for your batch county
   b. **Billing Charge ID**: Enter the full charge code id or a portion.
   Or
   c. **Description:** change to Contains: Enter a portion of the Charge Code description
   d. Select the Charge Code link.



2. The Charge Code page will display.
   a. To locate the Revenue Code there may be one or more listed. If you are entering this charge code on a bill, you will need to add Revenue Distribution lines for each Revenue Code to equal the 100% distribution or if the allocation is a fixed amount then add a Revenue Distribution row for each fixed amount item.
   b. Each percent number will need to be added to the Revenue Distribution page on the bill's accounting page also.

In the example below: RCS-1181 for JUD02 has 3 Revenue Distribution codes. Each one of these codes will need to be added to the ***Acctg – Rev Distribution*** page to accurately complete the allocation for this charge code.


Charge Code | Charge Code 2

SetID: JUD02 Currency: USD Charge ID: RCS-1181

Charge Code — Find | View All First 1 of 1 Last

*Effective Date: 01/01/1951 Status: Active

*Unit of Measure: EA List Price:

*Description: BL - Annapolis

Long Description: BL - Local Lic Costs/Penalties - 0202

Revenue Distribution Code: *Revenue Recognition Basis: Invoice Date

*Bill Type Identifier: LIC Local Disbursement: ☑

Tax Group: Transaction Type: Billing and Payment

VAT Group: Transaction Sub Type: None

Revenue Codes — Personalize | Find | First 1-3 of 3 Last

Line	Distribution Code	Description	Allocation Basis	Percent Allocation
1	R020105460	R020105460	Percentage Allocation	3.0000
2	R020105466	R020105466	Percentage Allocation	5.0000
3	R022709588	R022709588	Percentage Allocation	92.0000

Disbursement Codes — Personalize | Find | First 1 of 1 Last

Allocation | Customer

Line	*Distribution Code	Description	Allocation Basis	Percent Allocation
1	D022709511	D022709511	Percentage Allocation	92.0000

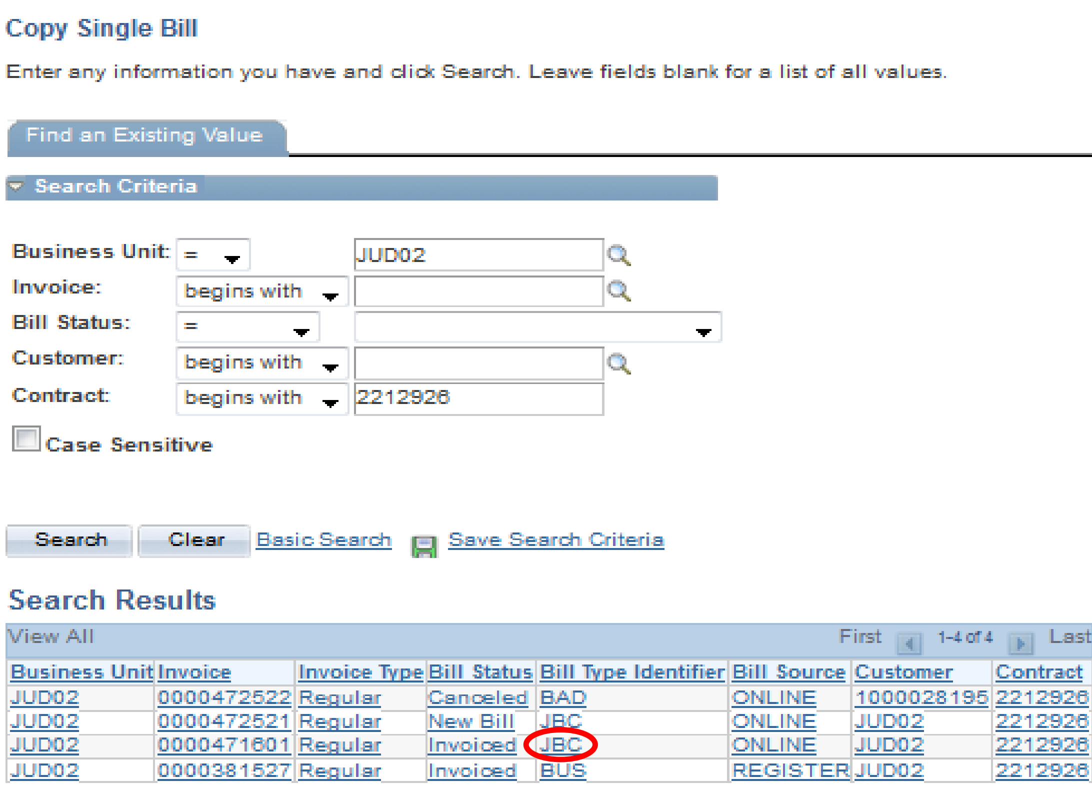
C. Using Copy Single Bill

This step is providing a new way for entering a Bill, by using the Copy Single Bill function. This function copies over everything from the original EXCEPT, the Invoice Date and Accounting Date. This function only allows you to copy a bill from the current fiscal year. [Ex. If the current Fiscal Year is FY2015 (07/01/2014 through 06/30/2015) you may not copy a bill from 06/30/2014, which was Fiscal Year FY2014]

NAVIGATION: *Billing> Maintain Bills> Copy Single Bill*

Use the ***Copy Single Bill*** process to copy the (Reverse Revenue) Bill just created.

1. The ***Copy Single Bill*** page will display.
   a. **Contract:** Enter the Receipt number to find the Bill to copy.
   OR
   b. **Invoice:** Enter the Invoice number you want to copy from
   c. Click the **Search** button to display search results.
      i. Search results should include **Bill Type** = "JBC", **Bill Source** = "ONLINE", **Contract** = Receipt number.
   d. Select the bill from the list.



Copy Single Bill

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

Search Criteria

Business Unit: = JUD02
Invoice: begins with
Bill Status: =
Customer: begins with
Contract: begins with 2212926
Case Sensitive

Search | Clear | Basic Search | Save Search Criteria

Search Results

View All First 1-4 of 4 Last

Business Unit	Invoice	Invoice Type	Bill Status	Bill Type Identifier	Bill Source	Customer	Contract
JUD02	0000472522	Regular	Canceled	BAD	ONLINE	1000028195	2212926
JUD02	0000472521	Regular	New Bill	JBC	ONLINE	JUD02	2212926
JUD02	0000471601	Regular	Invoiced	JBC	ONLINE	JUD02	2212926
JUD02	0000381527	Regular	Invoiced	BUS	REGISTER	JUD02	2212926

Last Revised: 04/02/2015

2. The ***Copy Single Bill*** page will display.
   a. ***Select Bill Action*** section, select the "Copy Bill" radio button.
   b. ***Copy Results*** section, notice **Copy Bill** is set to "NEXT" (this will automatically assign a new bill)
   c. Click the **Save** button at the bottom of the page to copy the bill.

   d. The new Bill number and navigation link are displayed after the page saves.

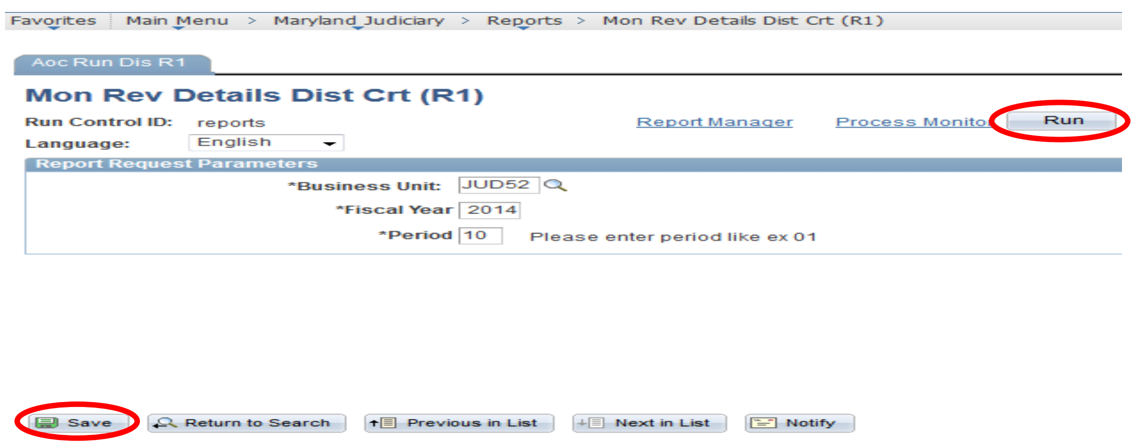
   e. Click the Go To Bill Header – Gen. Info link. This will take you to the *Header – Info 1* tab within the bill.
   NOTE: Remember to Enter Current Date in the Invoice and Accounting Date fields as they are blank on the new bill.

D. Running District Court Monthly Revenue Reports

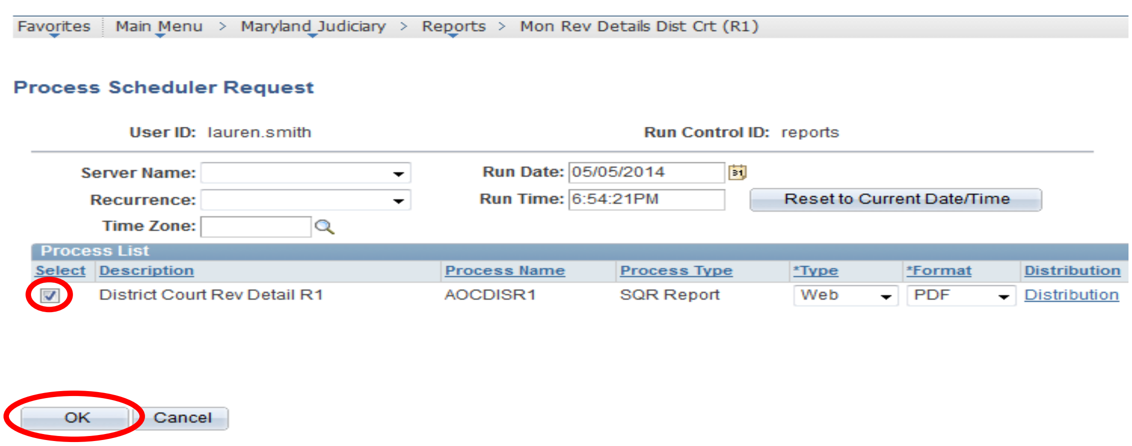
1. Mon Rev Details Dist Crt (R1)

NAVIGATION: *Main Menu > Maryland Judiciary > Reports > Mon Rev Details Dist Crt (R1)*

1. The *Mon Rev Details Dist Crt (R1)* Run Control page will display.
   a. Enter a Run Control – Search if needed using the "*Find an Existing Value*" tab or create a new one by selecting the "*Add a New Value"* tab and enter a Run Control ID (e.g.: "Reports").
2. On the *Mon Rev Details Dist Crt (R1)* page, complete the following run control settings:
   a. **Business Unit:** Enter "JUD##", where ## is your 2-digit county code.
   b. **Fiscal Year:** Enter the current 4-digit fiscal year.
   c. **Period:** Enter the 2-digit fiscal month, (e.g. July = 01, August = 02, etc.).
3. Click the **Save** button.
4. Click the **Run** button.



5. On the *Process Scheduler Request* page, the AOCDISR1 Process Name will be selected.
6. Click the **OK** button.



7. On the *Mon Rev Details Dist Crt (R1)* page, the Process Instance number below the Run button indicates processing has begun; click the Process Monitor link.
8. On the *Process List* page, click the Details link of the completed AOCDISR1 process (i.e., Run Status = "SUCCESS" and a Distribution Status = "POSTED").
9. On the *Process Detail* page, click the View Log/Trace link to select and view the PDF report of the parameters specified in step B.2

Report ID:AOCDISR1   D I S T R I C T   C O U R T   O F   M A R Y L A N D   Page No: 1
BU:JUD56   Fiscal Year: 2014   Month: JUN   Monthly revenue Detail (R-1)   Date: 08/29/2014

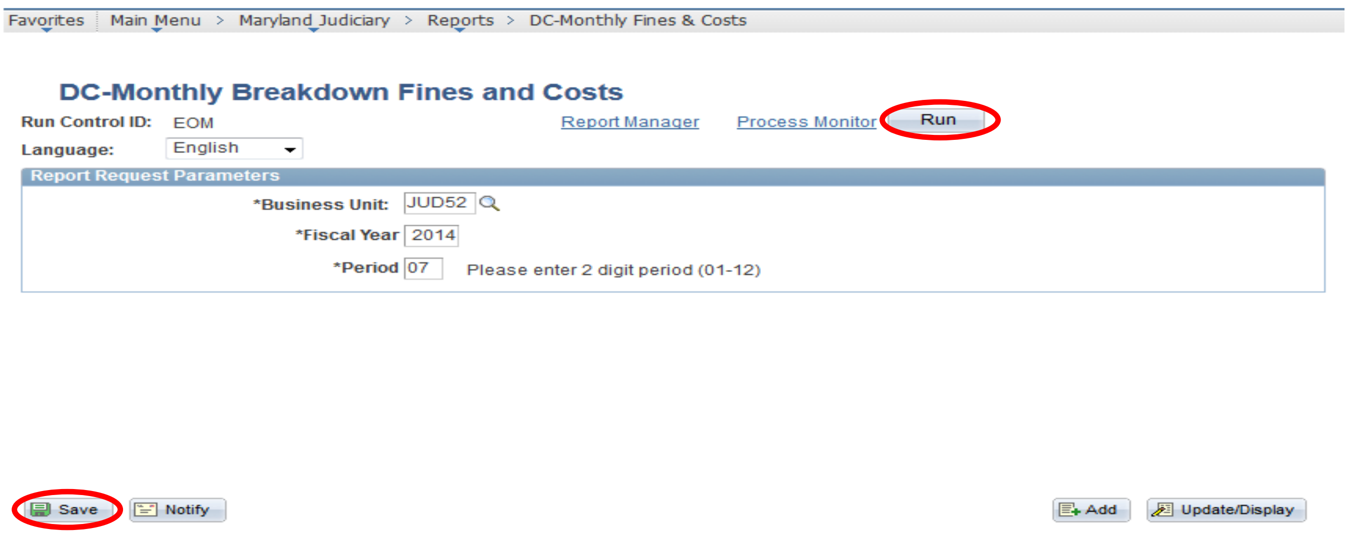
Date	Treas Code	Total Deposit	Fine&Cost 7503 56010	CICF/VCF 7506 56340	CICF 7518 56320	V.C.F 7521 56330	VWPR 7523 56350	Local 7530 56250	SUBABUSE 7531 56731	MLSC 7537 56370	Transcript 7707 56010
02-JUN-2014	002054	2899.50	2489.50	51.00	140.00					204.00	15.00
03-JUN-2014	002055	2541.50	2264.50	60.00	105.00					112.00	
04-JUN-2014	002056	2715.50	2273.50	33.00	280.00					114.00	15.00
05-JUN-2014	002057	6478.10	5859.10	102.00	385.00					102.00	30.00
06-JUN-2014	002058	5187.00	4495.00	84.00	385.00					208.00	15.00
09-JUN-2014	002059	5104.00	4123.00	87.00	105.00					774.00	15.00
10-JUN-2014	002060	4697.00	4282.00	111.00	175.00					114.00	15.00
11-JUN-2014	002061	3799.00	2890.00	54.00	175.00					680.00	
12-JUN-2014	002062	7697.00	7042.00	95.00	318.00					242.00	
13-JUN-2014	002063	3894.00	3321.00	36.00	385.00					122.00	30.00
16-JUN-2014	002064	3609.00	3114.00	45.00	205.00					230.00	15.00
17-JUN-2014	002065	7468.00	6730.00	162.00	420.00					156.00	
18-JUN-2014	002066	3166.50	2700.50	48.00	210.00					178.00	30.00
19-JUN-2014	002067	6614.50	6191.50	132.00	140.00					136.00	15.00
20-JUN-2014	002068	4350.00	3828.00	113.00	175.00					234.00	
23-JUN-2014	002069	4083.50	3452.50	63.00	210.00					328.00	30.00
24-JUN-2014	002070	2981.00	2733.00	33.00	70.00					130.00	15.00
25-JUN-2014	002071	3049.00	2464.00	21.00	420.00					144.00	
26-JUN-2014	002072	8689.50	7987.50	174.00	280.00					188.00	60.00
27-JUN-2014	002073	4594.50	3922.50	66.00	420.00					186.00	
30-JUN-2014	002074	4650.50	4150.50	48.00	175.00					232.00	45.00
** Total **		98268.60	86313.60	1618.00	5178.00	0.00	0.00	0.00	0.00	4814.00	345.00

District Court Monthly Rev Detail (R-1)

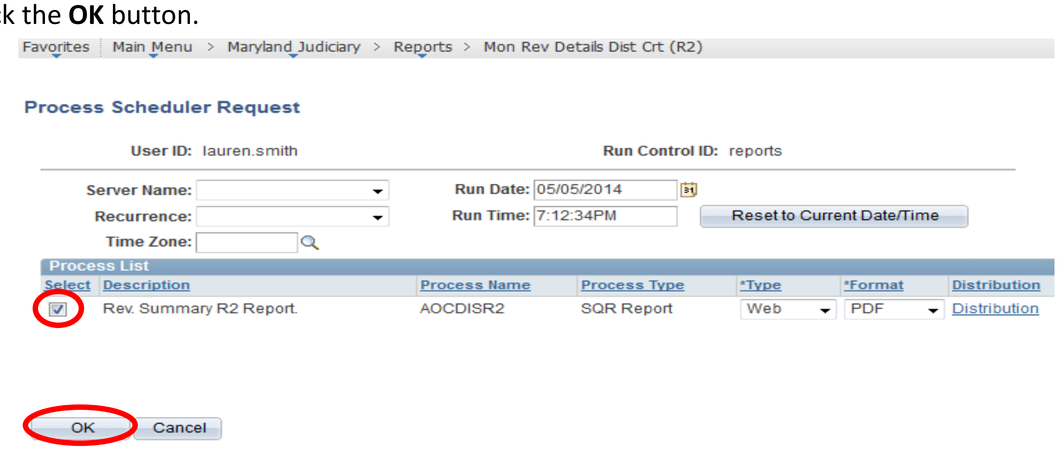
2. DC-Monthly Fines & Costs

NAVIGATION: *Main Menu > Maryland Judiciary > Reports > DC-Monthly Fines & Costs*

1. The *DC-Monthly Breakdown Fines and Costs* Run Control page will display. *Previously known as the R2 report.*
    a. Enter a Run Control – Search if needed using the "*Find an Existing Value*" tab or create a new one by selecting the "*Add a New Value"* tab and enter a Run Control ID (e.g.: "Reports").
2. On the *DC-Monthly Fines & Costs* page, complete the following run control settings:
    a. **Business Unit:** Enter "JUD##", where ## is your 2-digit county code.
    b. **Fiscal Year:** Enter the current 4-digit fiscal year.
    c. **Period:** Enter the 2-digit fiscal month, (e.g. July = 01, August = 02, etc.).
3. Click the **Save** button.
4. Click the **Run** button.



5. On the *Process Scheduler Request* page, the AOCDISR2 Process Name will be selected.
6. Click the **OK** button.



7. On the *DC-Monthly Fines & Costs* page, the Process Instance number below the Run button indicates processing has begun.
8. Click the Process Monitor link.
9. On the *Process List* page, click the Details link of the completed AOCDISR2 process (i.e., Run Status = "SUCCESS" and a Distribution Status = "POSTED").
10. On the *Process Detail* page, click the View Log/Trace link to select and view the PDF report of the parameters specified in step C.2.
11. Confirm the totals of this report equal the sum of the Fine&Cost (7503) and MLSC (7537) columns on the R1.

```
Report ID:AOCDISR2                              D I S T R I C T  C O U R T  O F  M A R Y L A N D          Page No: 1 of 1
BU:JUD56  Fiscal Year:  2014   Month:  JUN          Monthly Breakdown Fines and Costs                   Date:   08/29/2014
-------------------------------------------------------------------------------------------------------------------------------

                                                Traffic Fines          56757.00
                                                Traffic Costs          13459.50
                                                Criminal Fines          2602.50
                                                Criminal Costs          1307.50
                                                DNR/MTA Fines            130.00
                                                DNR/MTA Costs             90.00
                                                Bond Forfeiture         3750.00
                                                Civil Costs            11279.00
                                                Local Costs               22.50
                                                Miscellaneous           1729.60
                                                Total Fines & Costs    91127.60
```

DC-Monthly Fines & Costs Report

E. OTC – Central Collection Unit (CCU) Adjustments

District Court Only – Central Collection Unit sends a report to each court monthly of the money collected on their behalf. All money collected by CCU for Fines and Costs, is recorded by DBF in account 7503. However, in most cases a portion of the money collected should be distributed to CICF, account 7518. The instructions below walk you through moving the $35.00, CICF money, from account 7503 to account 7518.

Re-Allocate money from Fines and Costs to CICF

NOTE: *Before getting started, review the CCU report to determine if a portion of the money collected should be allocated to CICF. If so, then follow the steps below to move the $35.00 from Fines and Costs (7503) to CICF (7518) account.*

STEP 1: Create a New Bill

NAVIGATION: *Main Menu > Billing > Maintain Bills > Standard Billing*

1. The ***Bill Entry*** page will display.

a. Click the **Add a New Value** tab to create a new Bill.

b. Complete all fields with the following:

   i. **Business Unit:** "JUD##", where ## is your 2-digit county code.

   ii. **Invoice:** Defaults to "NEXT", meaning the next available bill number will be assigned.

   iii. **Bill Type Identifier:** Enter 'JCU'.

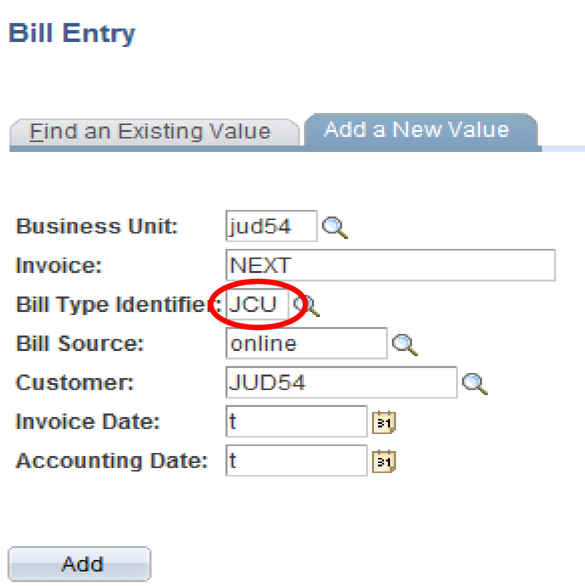
   iv. **Bill Source:** "ONLINE", since the bill is being entered online.

   v. **Customer:** "JUD##", Same as the Business Unit.

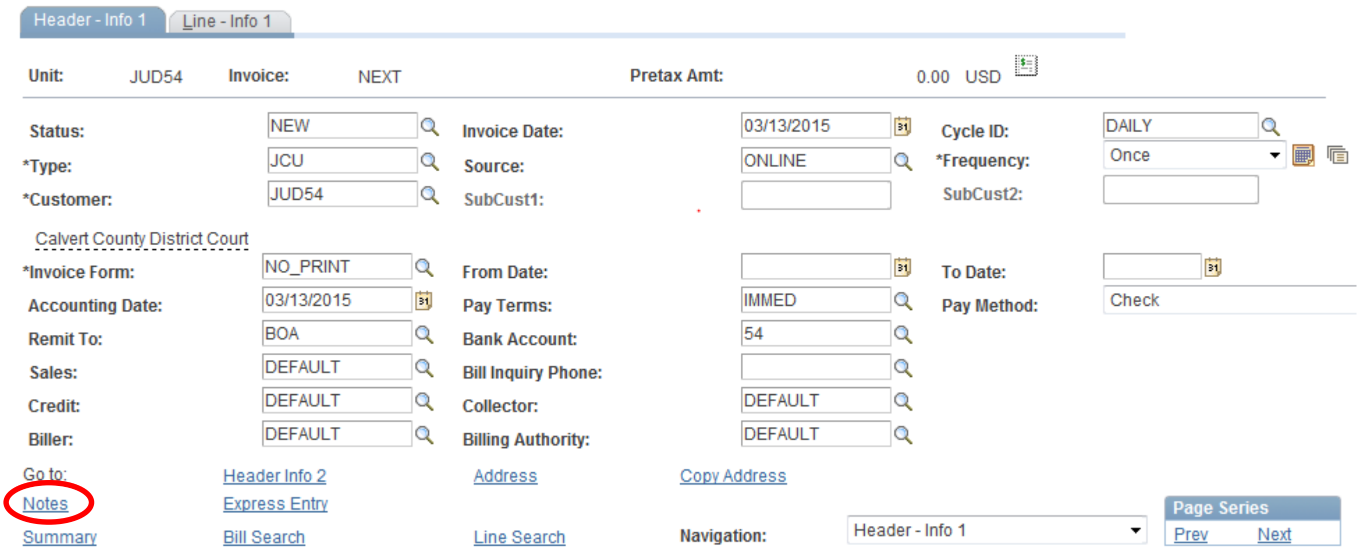
   vi. **Invoice Date:** is the current date.

   vii. **Accounting Date:** is the current date.

c. Click the **Add** button.



2. The default tab, ***Header – Info 1***, of the Bill detail page will display.
   a. Click the Notes link to add an audit note explaining the reason for the adjustment.

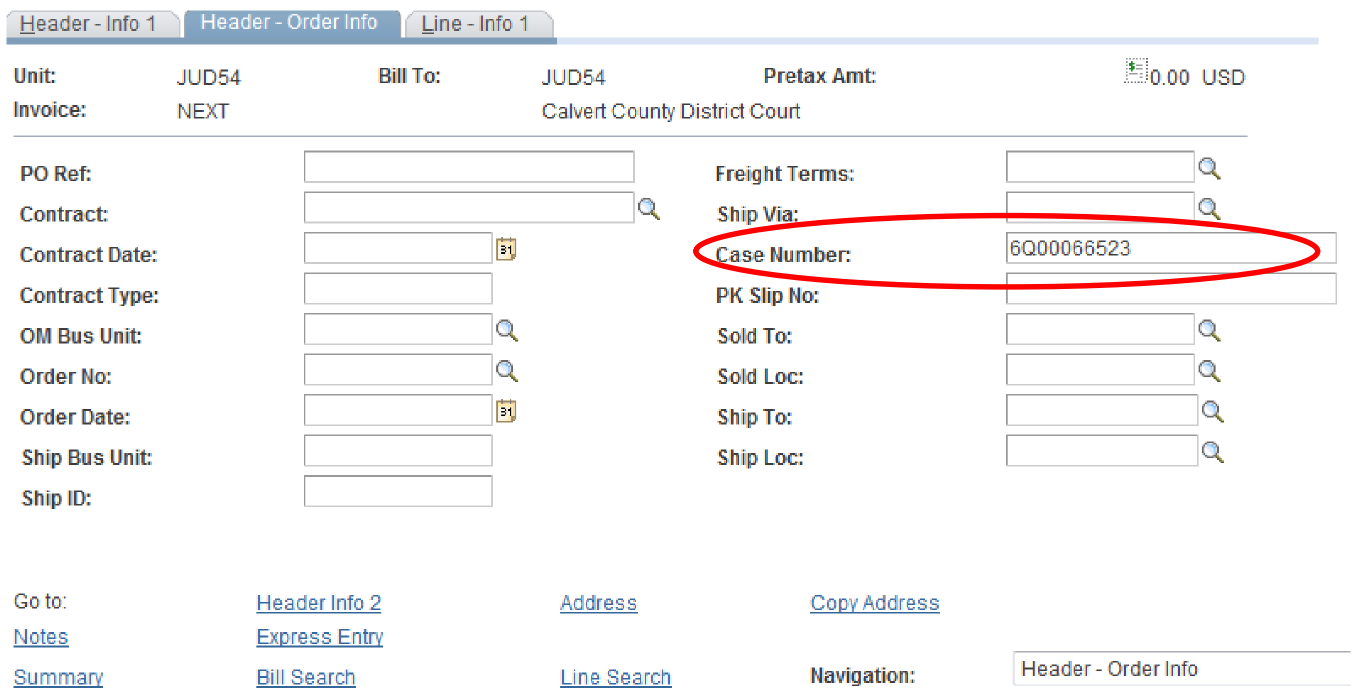


3. The ***Header – Note*** tab will display.
   a. Include the reason for adjustment and case number if applicable.

   b. Select the: *Header - Order Info* option from the **Navigation:** drop-down at the bottom of the page.

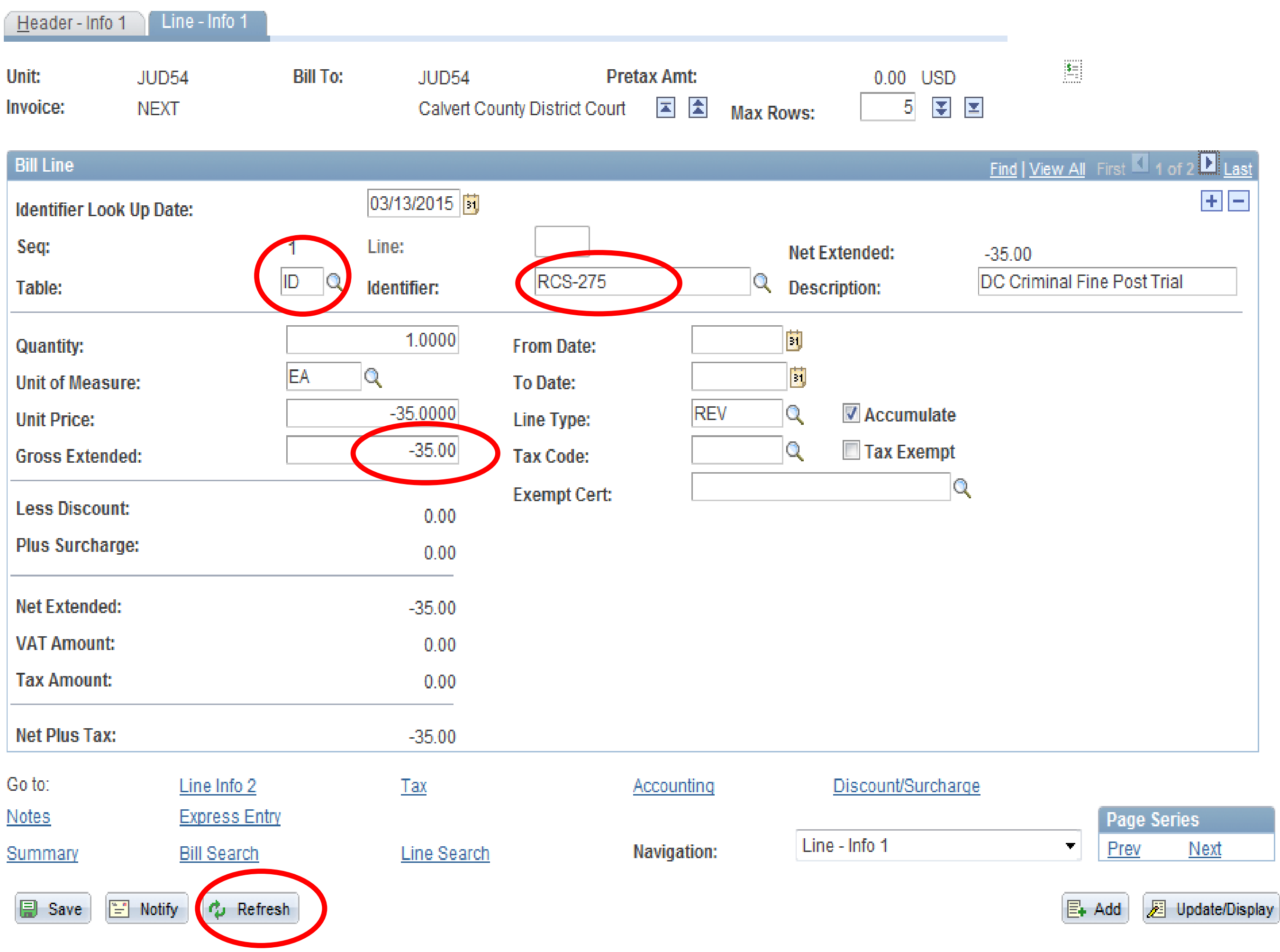
4. The ***Header – Order Info*** tab will display.

a. **Case Number:** Enter number if associated to a case.



b. Click the *Line – Info 1* tab to add bill lines.

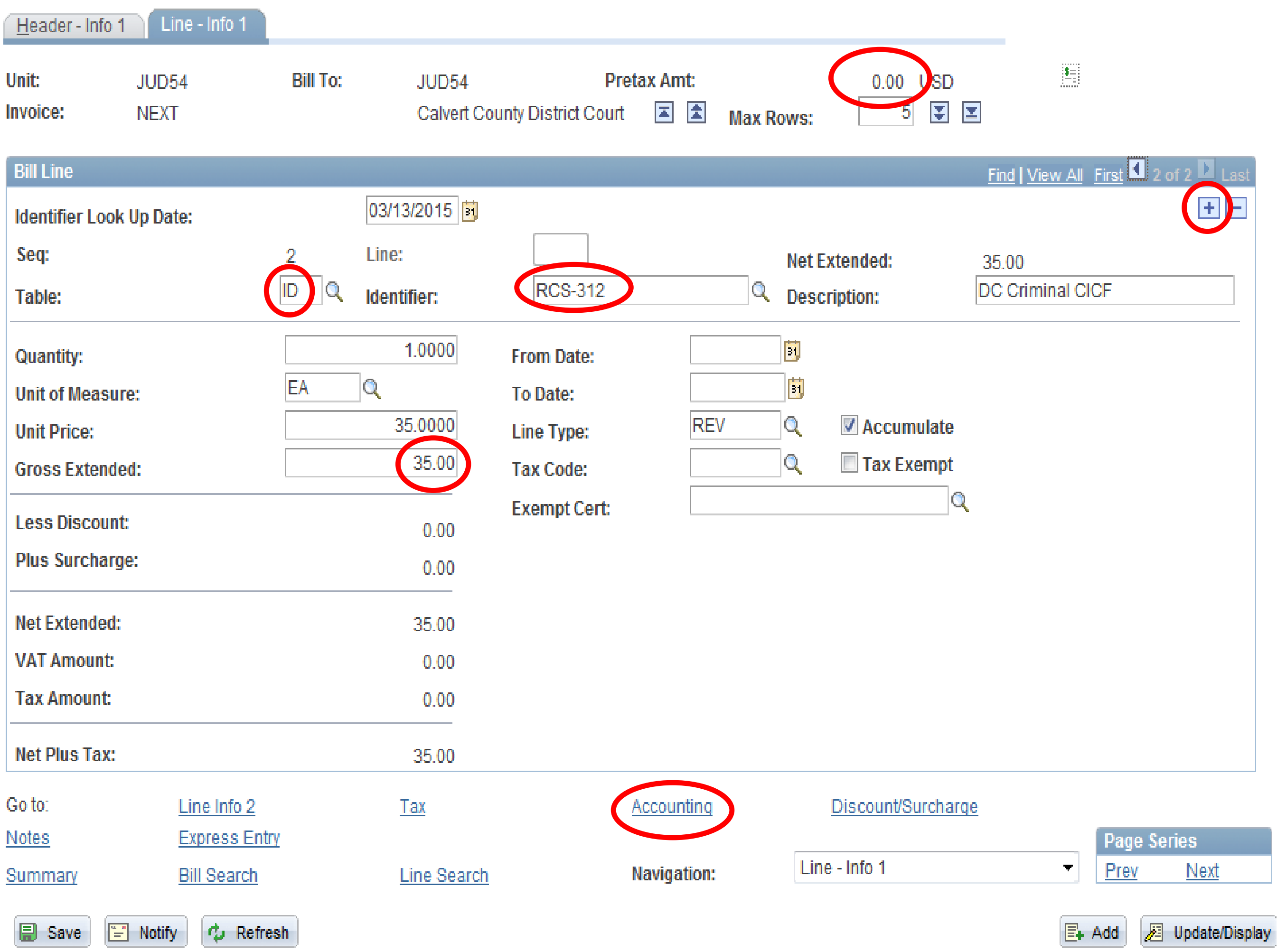
1. The ***Line –Info 1*** page will display.
    a. A new Bill line will need to be added for the Fine being reduced. Meaning if it is a criminal case than use RCS-275.
        - **Table:** Enter "ID".
        - **Identifier:** RCS-275 if a criminal fine. Use the look-up magnifying glass if necessary.
        - **Gross Extended**: enter the amount (-$35.00). All reverse amounts should be entered in as a ***negative***.
        - Click the **Refresh** button at the bottom of the screen to auto-fill the remaining data.



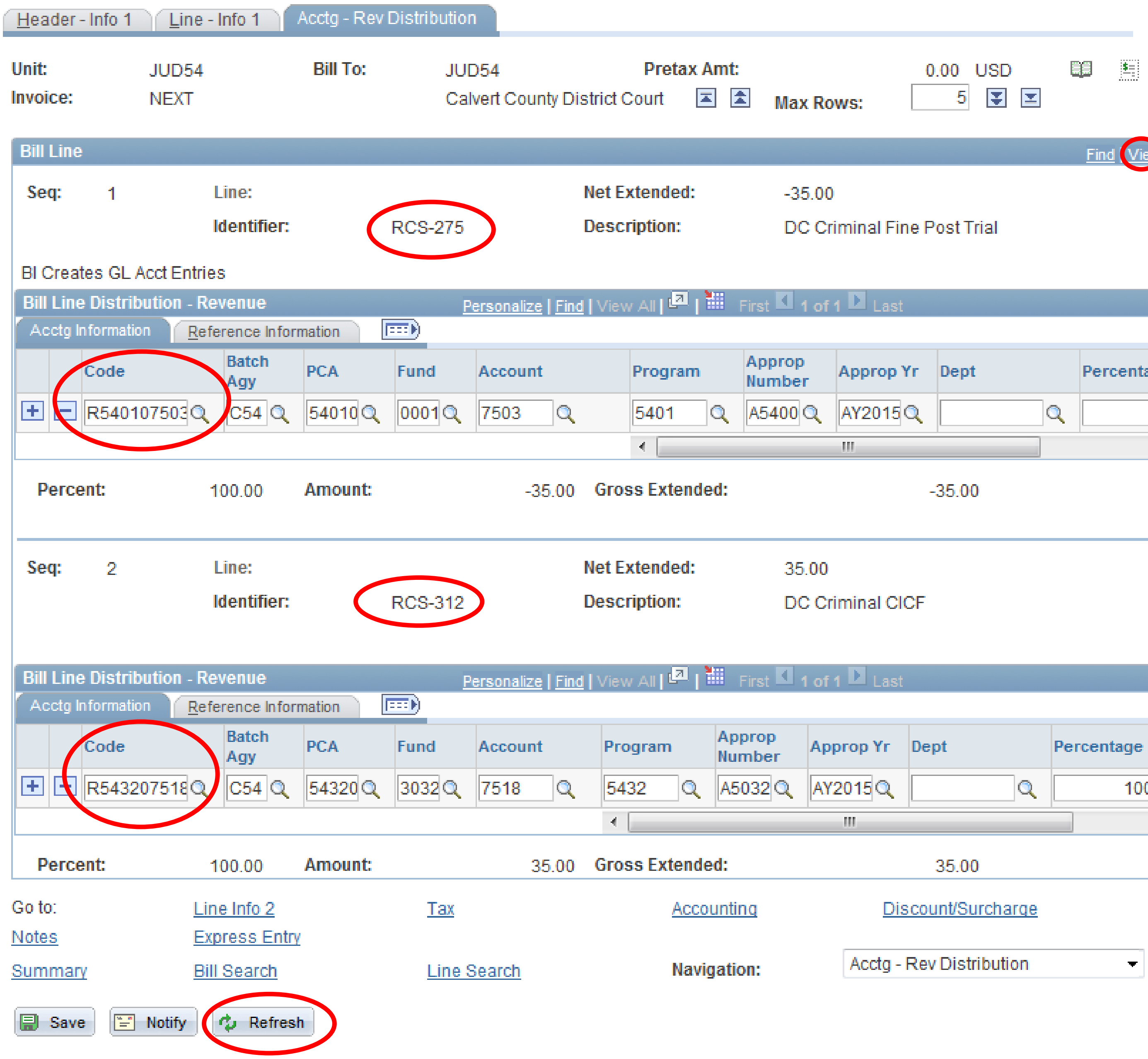
b. Click the plus sign on the right of the Bill Line to add another line.

- **Table:** Enter "ID".
- **Identifier:** RCS-312 CICF charge code if the case is criminal. Use the look-up magnifying glass if necessary.
- **Gross Extended**: Enter amount, $35.00. The amount will be a ***positive*** amount.
- Confirm the **Pretax Amt:** is $0.00 USD. If so – the Bill is balanced.
- Click the **Refresh** button at the bottom of the screen to auto-fill the remaining data.

c. Click the Accounting link to add the Accounting Distribution information.

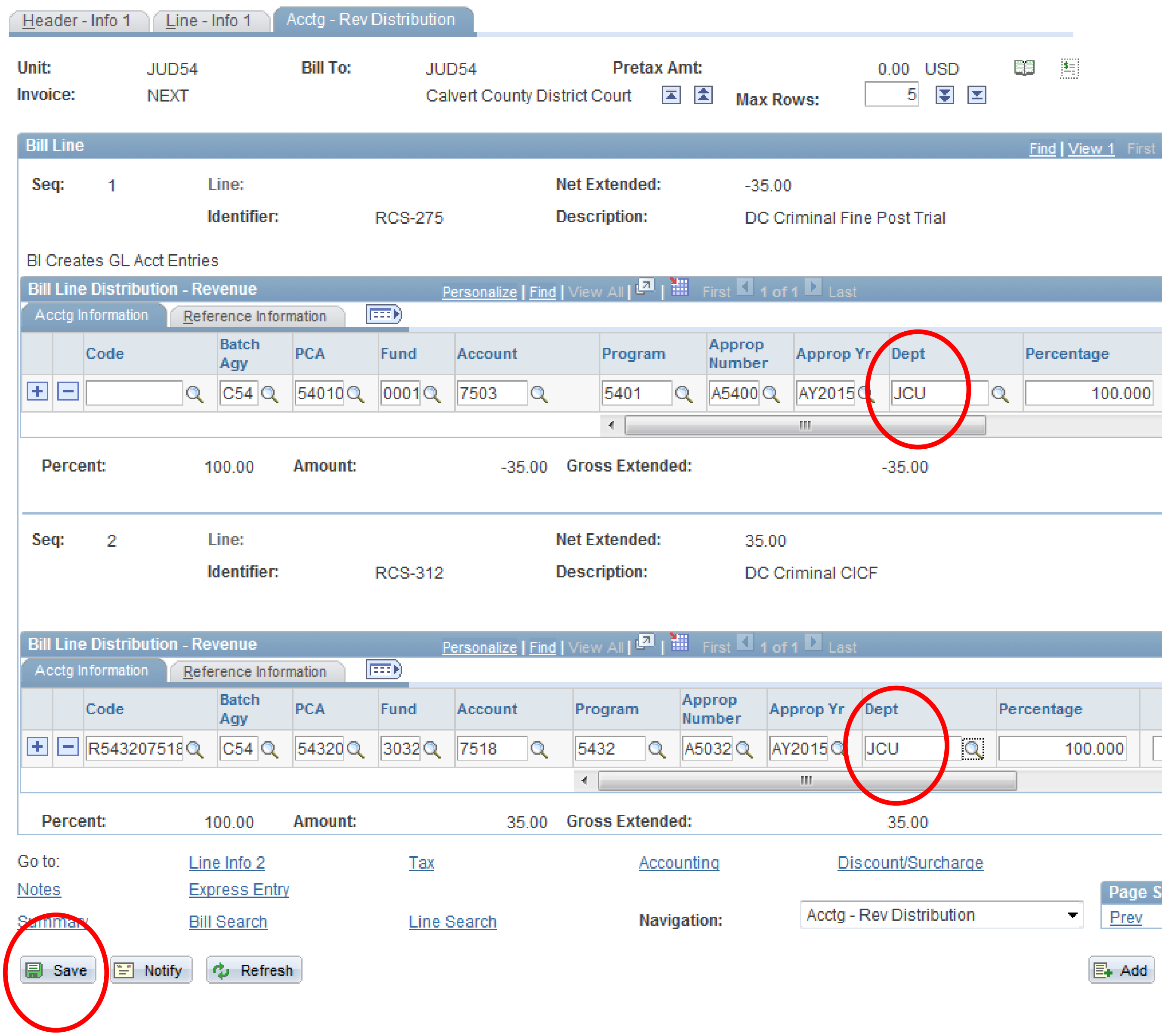


2. The ***Acctg – Rev Distribution*** page will display.
    a. Click the **"View All"** link to complete the Charge Code allocation information for each bill line.
    b. **Code**: Enter R and choose the code that ends with **7503** for the -$35.00 credit for the Fines charge code (RCS-275).
    c. **Code**: Enter R and choose the code the ends with **7518** for the $35.00 debit for the CICF charge code (RCS-312).
    d. Click the **Refresh** button. This will auto-populate all the Chartfield values except the **Dept** field.



e. Enter the **Dept ID.** The ‘Type’ field you entered on the Header – Info 1 should be entered in the “Dept” field for *all* bill lines.

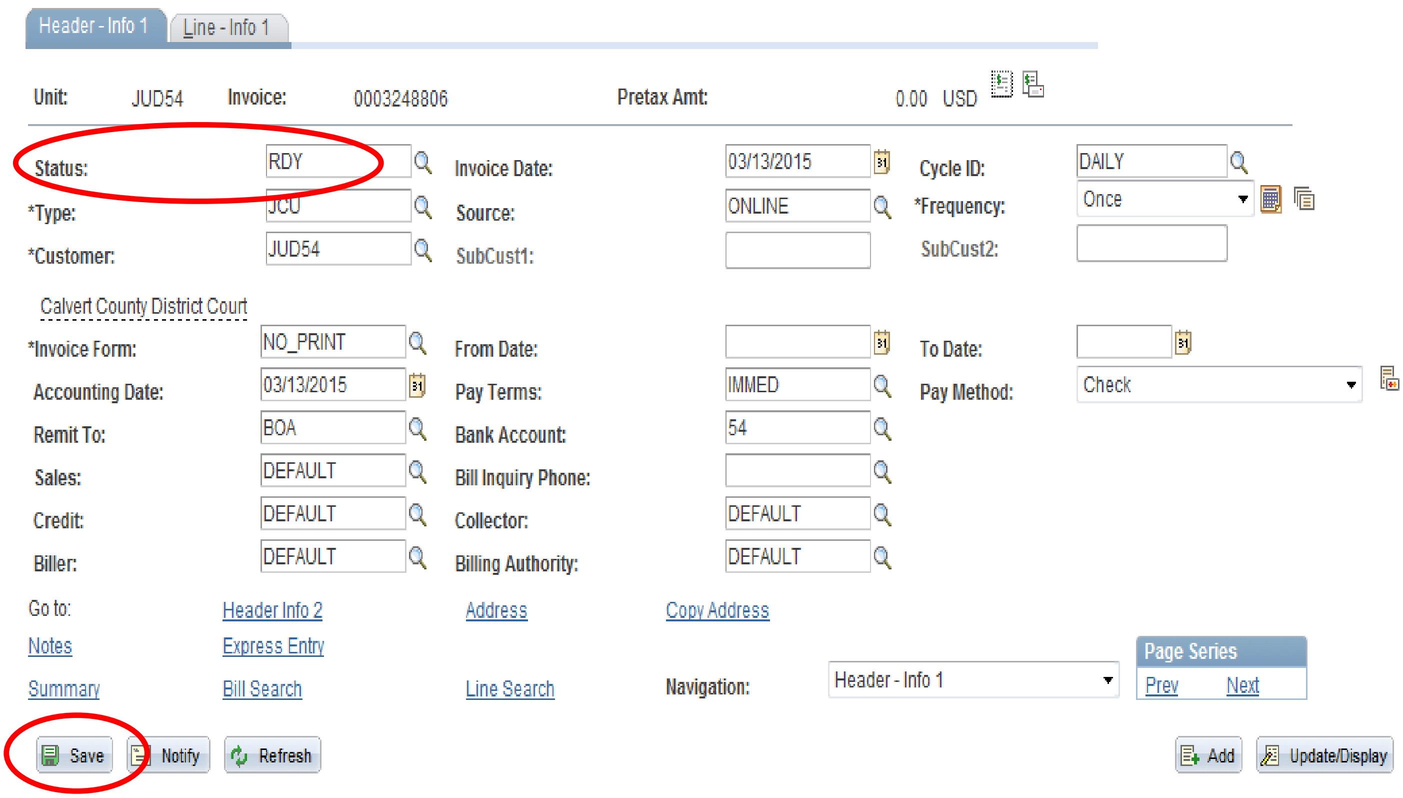
- JCU = Adjustment – CCU



f. Click the **Save** Button.

STEP 2: Complete the Adjustment Bill

1. Return to the bill *Header – Info 1* tab.
2. **Status:** Change from “NEW” to “RDY” (Ready to Invoice).



3. Click the **Save** button.

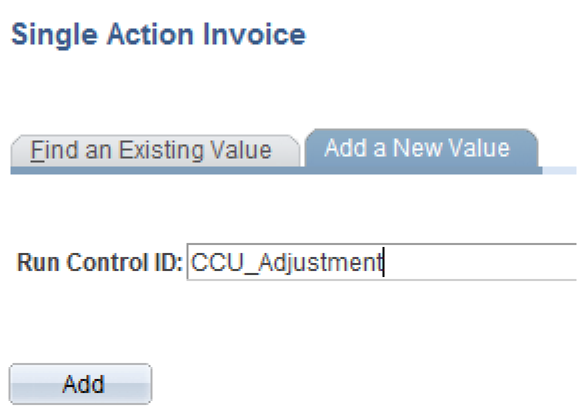
STEP 3: Run the Single Action Invoice Process

For each Adjustment Bill Type, the recommendation is to create a new Run Control, and to save as a favorite if you find that helpful.

NAVIGATION: *Main Menu > Billing > Generate Invoices > Non-Consolidated > Single Action Invoice*

1. The ***Single Action Invoice*** page will display.

    a. Select a Run Control – If this is the first time creating a CCU adjustment invoice, the recommendation is to create a New Run Control ID, and name it "CCU_Adjustment". You can then use this Run Control each time you process a CCU adjustment, by searching for it under the "Find an Existing Value" tab.
    (Reminder: Save as a Favorite if that is helpful)

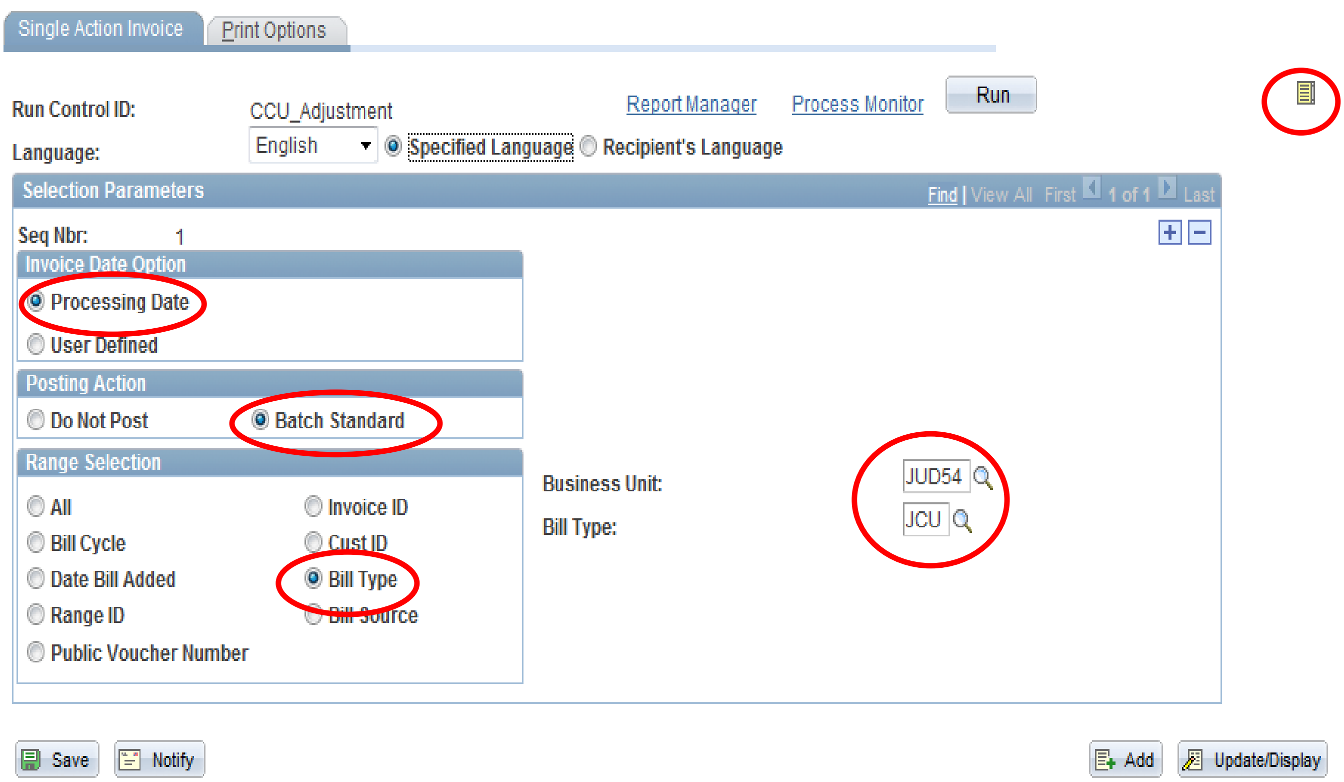


2. The ***Single Action Invoice*** Run Control page will display.

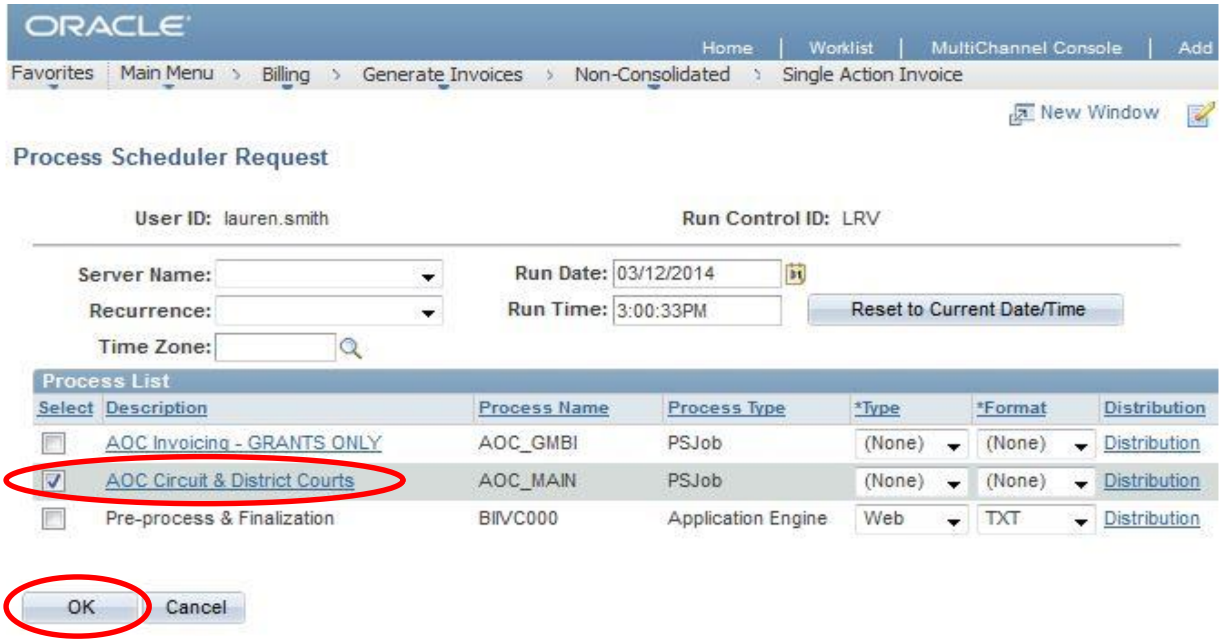
   a. Complete the following run control settings:
      i. **Invoice Date Option:** enter “Processing Date”.
      ii. **Posting Action:** enter “Batch Standard”.
      iii. **Range Selection:** enter “Bill Type”.
      iv. **Business Unit:** “JUD##”, where ## is your 2-digit county code.
      v. **Bill Type:** Enter the adjustment bill type used. The example below is a “JCU”.
      vi. Click the **Save** button.

   b. Click the small “Bills to be Processed” icon in the upper right of the page to confirm the number of Bills that are ready to be finalized.
      i. Confirm the number of bill in the Blue Bar is what you expected.
      ii. Click the **Return** button to return to the ***Single Action Invoice*** run control page.

   c. Click the **Run** button.



3. The ***Process Scheduler Request*** page will display
    a. Select the checkbox for the AOC_MAIN (AOC Circuit & District Courts) Process Name in the *Process List* section.
    b. Click the **OK** button.



4. The ***Single Action Invoice*** Run Control page will display.
    a. A Process Instance number will display indicating that the AOC_MAIN process has begun.
    b. Click the Process Monitor link.
5. The ***Process List*** page will display.
    a. Review the *Process List* to see that the AOC_MAIN process is running.
    NOTE: *This is a multi-part process and may take a few minutes to run.*
    b. Click the AOC_MAIN process name link to see its sub-processes.
    c. Periodically click the **Refresh** button until the status of all sub-processes reads "SUCCESS".

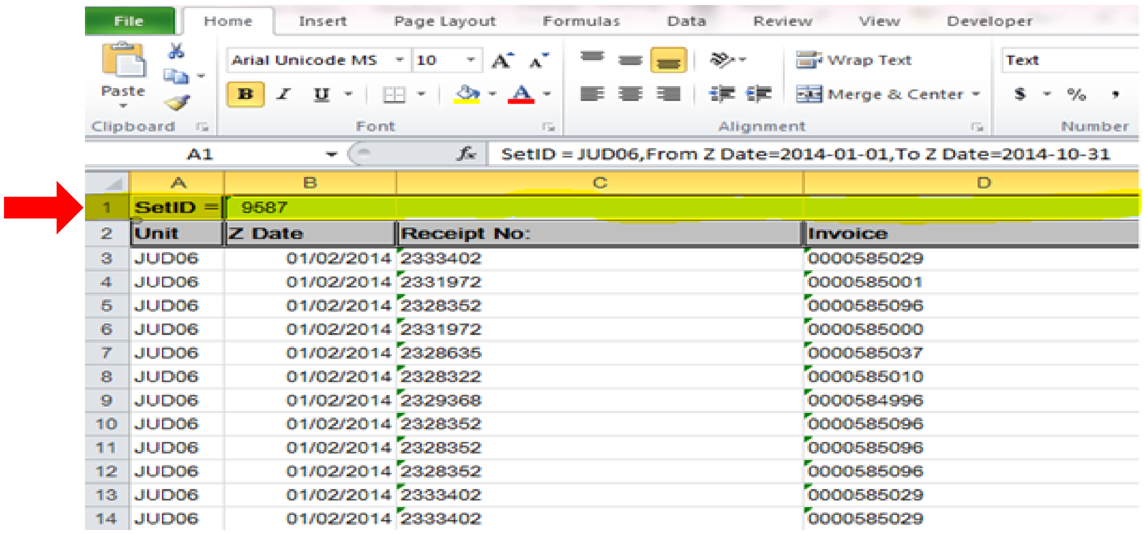
i. Click both the **BIIVC000** and **BILDAR01** sub-process.
   1. Click the Message Log in the BIIVCOOO process to confirm completion and to make sure that the correct number of bills were processed.
   2. Click the View Log/Trace link and open the PDF file in the BILDAR01 process to confirm "0" bills were sent to AR.

End of Process to Re-Allocate Amounts from Fines and Costs to CICF..

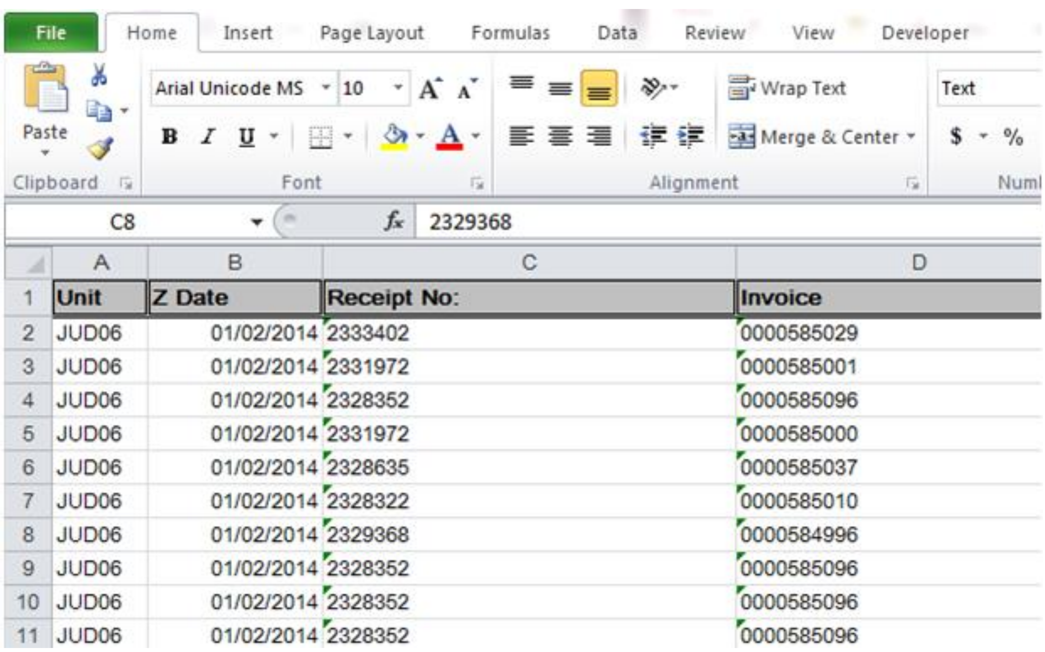
F. How to Filter and Sort Query Data Downloaded to Excel

Filtering your downloaded query results in Excel can be a very useful tool to narrow your data further. The data from the example above will open in Excel:

- Delete the first row so that your column headers become the first row.

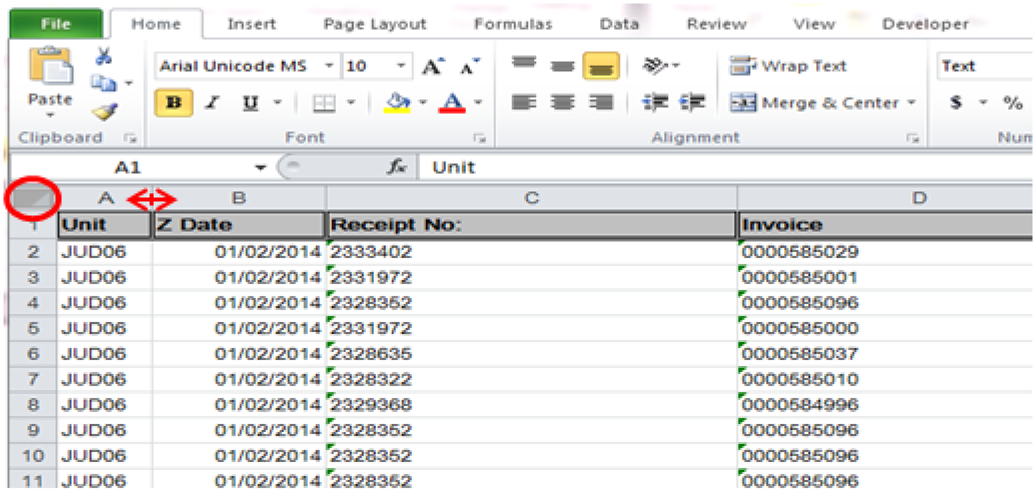


	A	B	C	D
1	SetID =	9587		
2	Unit	Z Date	Receipt No:	Invoice
3	JUD06	01/02/2014	2333402	0000585029
4	JUD06	01/02/2014	2331972	0000585001
5	JUD06	01/02/2014	2328352	0000585096
6	JUD06	01/02/2014	2331972	0000585000
7	JUD06	01/02/2014	2328635	0000585037
8	JUD06	01/02/2014	2328322	0000585010
9	JUD06	01/02/2014	2329368	0000584996
10	JUD06	01/02/2014	2328352	0000585096
11	JUD06	01/02/2014	2328352	0000585096
12	JUD06	01/02/2014	2328352	0000585096
13	JUD06	01/02/2014	2333402	0000585029
14	JUD06	01/02/2014	2333402	0000585029

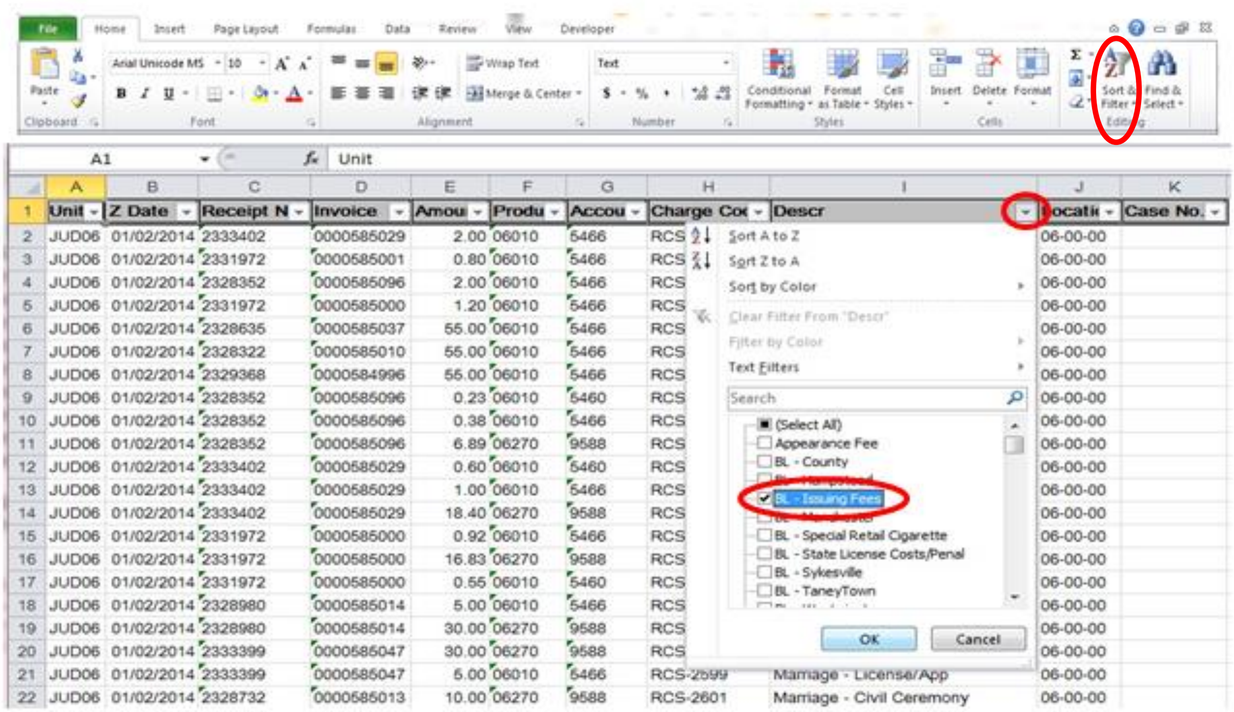


	A	B	C	D
1	Unit	Z Date	Receipt No:	Invoice
2	JUD06	01/02/2014	2333402	0000585029
3	JUD06	01/02/2014	2331972	0000585001
4	JUD06	01/02/2014	2328352	0000585096
5	JUD06	01/02/2014	2331972	0000585000
6	JUD06	01/02/2014	2328635	0000585037
7	JUD06	01/02/2014	2328322	0000585010
8	JUD06	01/02/2014	2329368	0000584996
9	JUD06	01/02/2014	2328352	0000585096
10	JUD06	01/02/2014	2328352	0000585096
11	JUD06	01/02/2014	2328352	0000585096

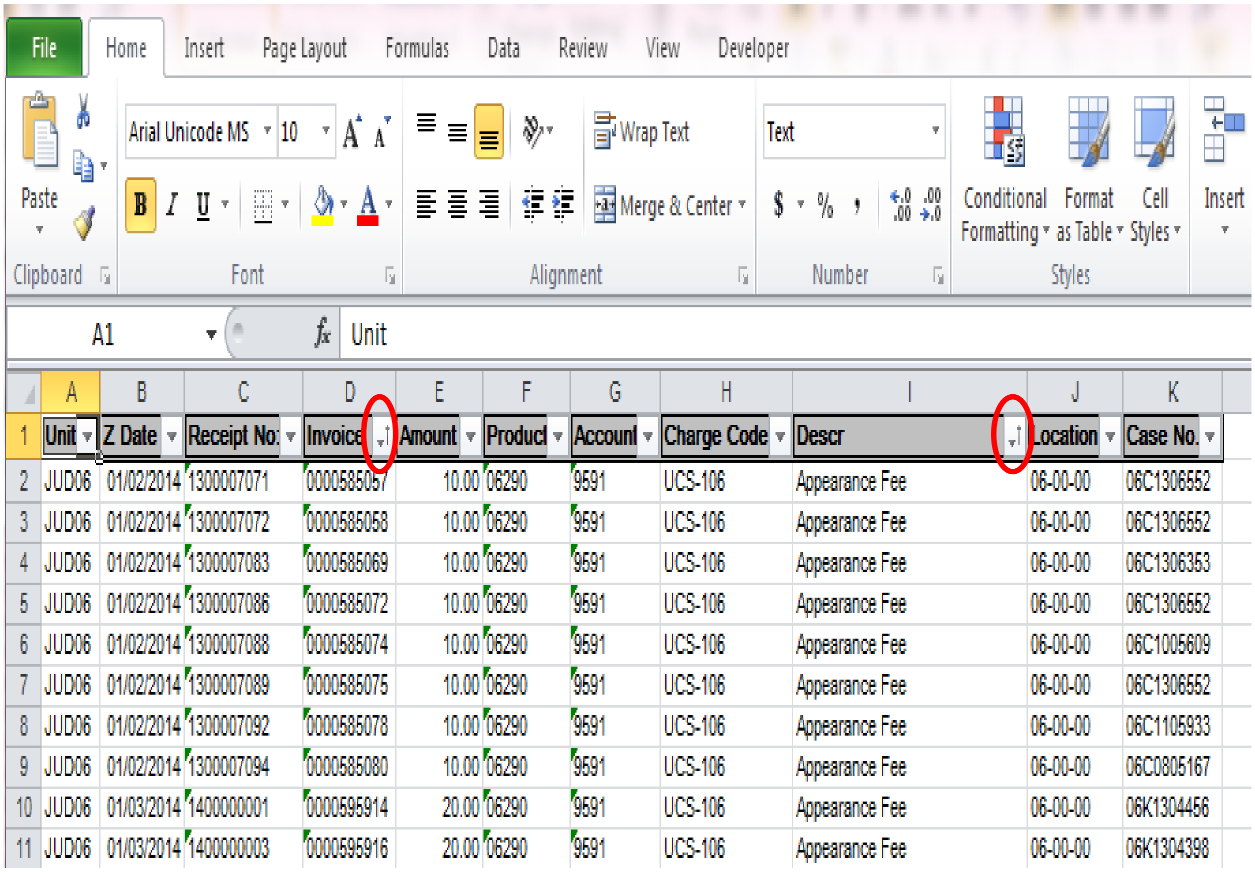
- Select the entire table of data by clicking the corner field at A1 and then auto fit your columns by double clicking the column separators. You can search for specific results one of two ways: Filtering or Sorting.



- Use the "Filter" option on the Sort&Filter button (Found on the "Home" tab of the Excel Ribbon). Below is an example of filtering for all transactions where "BL – Issuing Fees" is the description.



- Use the “Custom Sort” option on the Sort&Filter button to group your data set by a particular field. The following sample data set is sorted by “Descr” and then by “Invoice”.



Unit	Z Date	Receipt No:	Invoice	Amount	Product	Account	Charge Code	Descr	Location	Case No.
JUD06	01/02/2014	1300007071	0000585057	10.00	06290	9591	UCS-106	Appearance Fee	06-00-00	06C1306552
JUD06	01/02/2014	1300007072	0000585058	10.00	06290	9591	UCS-106	Appearance Fee	06-00-00	06C1306552
JUD06	01/02/2014	1300007083	0000585069	10.00	06290	9591	UCS-106	Appearance Fee	06-00-00	06C1306353
JUD06	01/02/2014	1300007086	0000585072	10.00	06290	9591	UCS-106	Appearance Fee	06-00-00	06C1306552
JUD06	01/02/2014	1300007088	0000585074	10.00	06290	9591	UCS-106	Appearance Fee	06-00-00	06C1005609
JUD06	01/02/2014	1300007089	0000585075	10.00	06290	9591	UCS-106	Appearance Fee	06-00-00	06C1306552
JUD06	01/02/2014	1300007092	0000585078	10.00	06290	9591	UCS-106	Appearance Fee	06-00-00	06C1105933
JUD06	01/02/2014	1300007094	0000585080	10.00	06290	9591	UCS-106	Appearance Fee	06-00-00	06C0805167
JUD06	01/03/2014	1400000001	0000595914	20.00	06290	9591	UCS-106	Appearance Fee	06-00-00	06K1304456
JUD06	01/03/2014	1400000003	0000595916	20.00	06290	9591	UCS-106	Appearance Fee	06-00-00	06K1304398

- Use the "Subtotal" button on the "Data" tab to apply functions (average, min, max, count, sum) to data set columns. For example: From this data set, you want to find the total revenue for all charge codes. We are asking Excel to return a **Sum** total for the **"Amount"** column each time there is a change in the **Charge Code**. ***Note: It is much easier to sort your data set first before subtotaling. Here we sorted by Charge Code first then applied the subtotal parameters.***